



Moredle User Guide

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Introduction

This guide will provide you with assistance for the day to day use of the ForSkills learning content management system - Moredle an enhancement of **Moodle™**.

What is Moodle?

The word 'Moodle' is an acronym for **M**odular **O**bject **O**riented **D**evelopmental **L**earning **E**nvironment. Moodle is also said to be a verb meaning "to let the mind or body wander and do something creative but without particular purpose." This open source course management system (CMS) is being used by universities, colleges, LEAs, businesses and even individual teachers to organise courses on the web. Moodle is becoming extremely popular for the following reasons;

- it is easy to use
- there is a large and active support network
- it can be customised
- it was designed by educationalists for educationalists

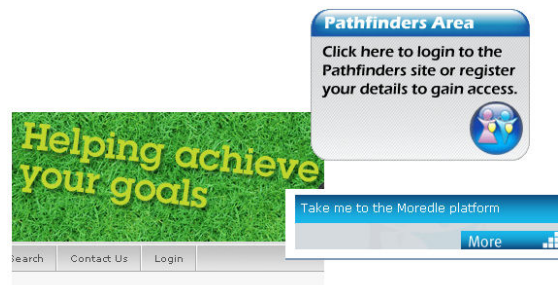
Moodle was created by Martin Dougiamass, an Australian computer scientist and educator, who grew frustrated with the course management system used at his university because it was built by engineers. He works with a community of dedicated open source developers from around the world.

Current users of the Moodle platform will note a similarity with the layout and operation of the ForSkills site. Specific differences between the platforms are detailed later in the guide.

The Moredle Website

Accessing the website

1. Either go to <http://www.moredle.com> or your own Institution's website (if a login link has been provided).
2. From here, click the appropriate 'login' link to the learning platform:



3. The Moredle platform is a secure access Internet site. Clicking on the above link takes you to a login screen on which you will need to enter your username and password.

Other options may be presented on this screen, e.g. to facilitate auto-registration and enrolment to particular courses. An example login screen is shown below:

Registering as a New User (If Applicable)

Your institution's login page may contain a link for new users to self-register. This function should only be used once per user as, when registered, a user needs only enter their username and password to regain access to the platform.

1. Enter a username that you wish to use and a password.
2. If a 'passkey' is required, entering this incorrectly will prevent your registration on the site.
3. Enter your first name, surname and valid email address. If your email address is not valid, then you will not correctly receive notifications (or digests) from the discussion groups.

NOTE: you will be able to change these details later after successful registration.

4. Depending on an institution's particular auto-registration pages, other course specific fields may need to be completed. Fields may include your role, region, centre, year group and principal language bias etc.
5. NB: From now on, you will only need to enter your personal username and password to log in from the login page

ICT SFL » New User Sign-up..

Please enter your details to become a member:

Username:

Password:

Passkey:

First name:

Surname:

Email address:

Role:

Region:

Primary Sector:

Centre:

You will be asked to select items from drop down boxes for these categories.

[Create my new account](#)

Clicking here will register you, and if successful will automatically log you in

[Forgotten your username or password?](#)

[Send my details via email](#)


Possible problems

Cookies must be permitted and this can set in the browser (**Tools> Internet Options> Privacy**) by lowering the level to **medium**.

Virus protection and 'pop-up' blocker software may cause problems and have to be **disabled** to enable registration.

Help

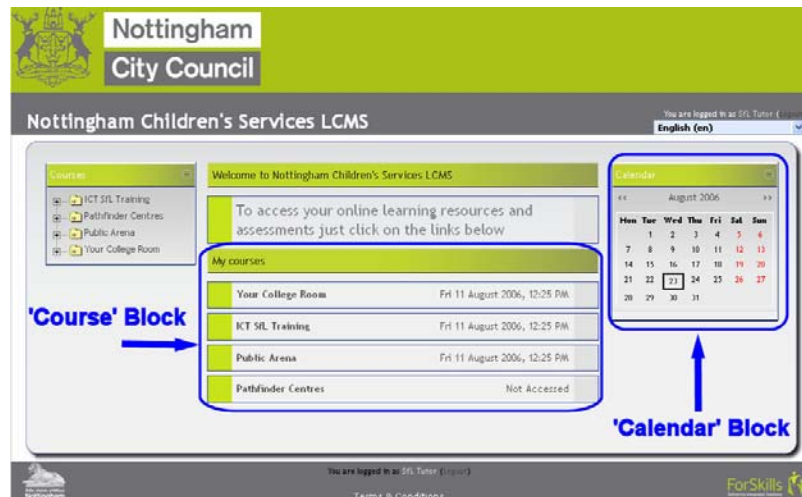
On every user's homepage there is a 'Help' block. According a user's access level this block will contain specific help features. In the case of an administrator for example; links to a user manual, support portal, help video and telephone support line number.

In addition, throughout the site, you will see the  help icon. Clicking on this icon will launch a 'pop-up' window in which you will be given information relating to the function or text adjacent to the icon.

All Users

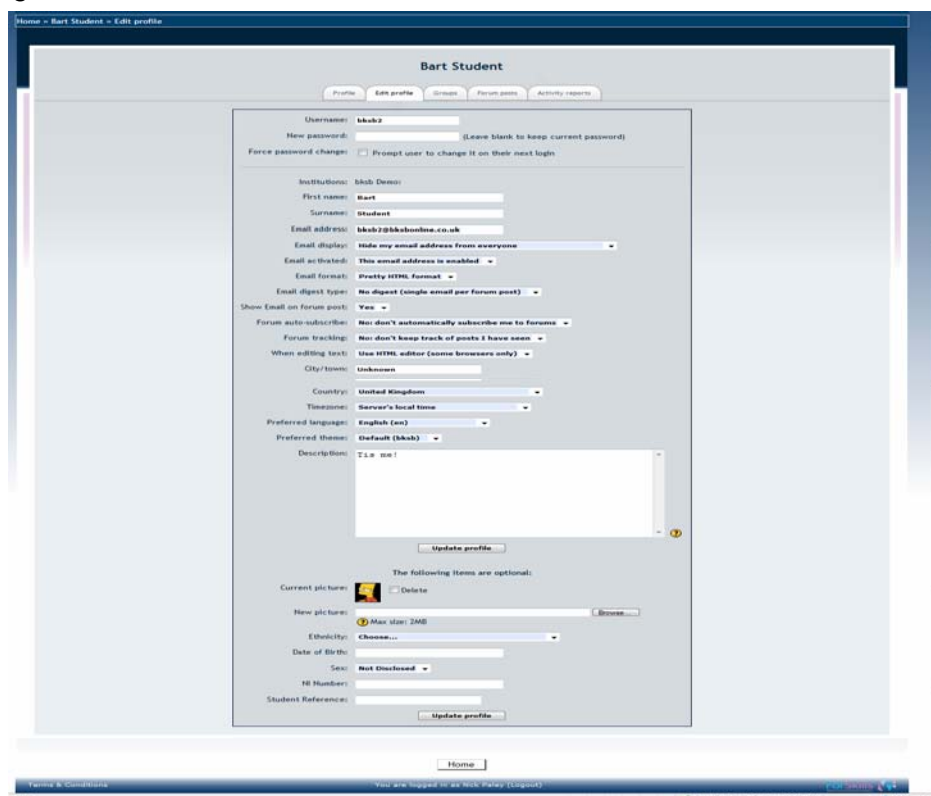
The Home Page

Once you have logged on, you will see your Home Page. The Home Page is the heart of the Learning Content Management System. The layout and content of the home page will depend on your user profile. Generally, it will look similar to that shown below, with information presented in 'blocks'. From here you will be able to review courseware and interact with the calendar.



Updating Personal Details

To access your personal details, just click on your name in the top right or bottom centre of the home page. A summary of the information already stored about you will appear on the screen. Click on the 'Edit profile' tab to access the page where you may amend or add to this information, clicking the 'Update profile' to save your changes.



Adding a picture

In the '**new picture**' field (on the edit profile page), type the path to the file that you want to associate with this user, or alternatively use the '**browse**' button to find the file on your computer/network.

Once finished, click on '**update profile**'

If the picture does not seem to have changed, refresh the page you are looking at to update the picture.

Email Preferences

The edit profile page is where you set your preferences for receiving notifications and tracking forum posts. You may wish to set the following fields in accordance with the options shown below, especially the **Email digest type**, which determines the number of email notifications you receive:

Email display:	<input type="text" value="Allow only other course members to see my email address"/>
Email digest type:	<input type="text" value="Subjects (daily email with subjects only)"/>
Forum auto-subscribe:	<input type="text" value="No: don't automatically subscribe me to forums"/>
Forum tracking:	<input type="text" value="Yes: highlight new posts for me"/>



Task

In the optional information section of the edit profile page, you will find the facility to upload an image which can accompany certain reports and forum posts you choose to make.

Use a digital camera to take a picture of yourself and upload this image to your profile.

Administration

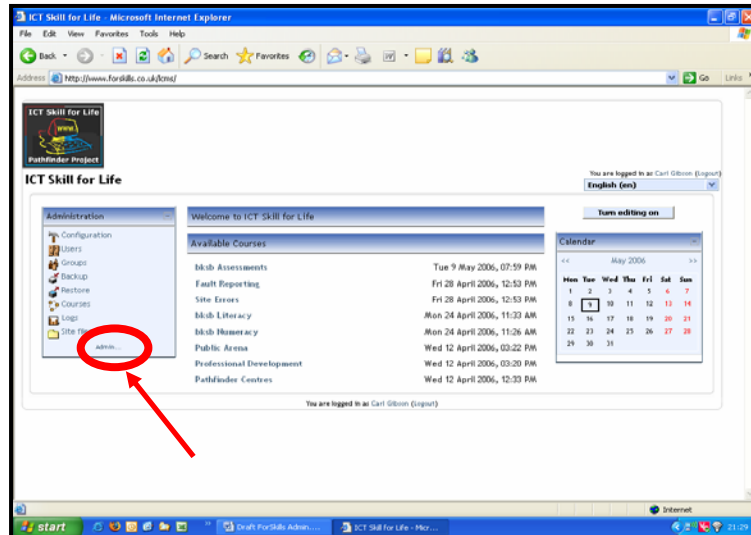
From their Home Page an Administrator can:

- access all of the site's administrative functions,
- review courseware and
- interact with the calendar.

As an administrator, you can:

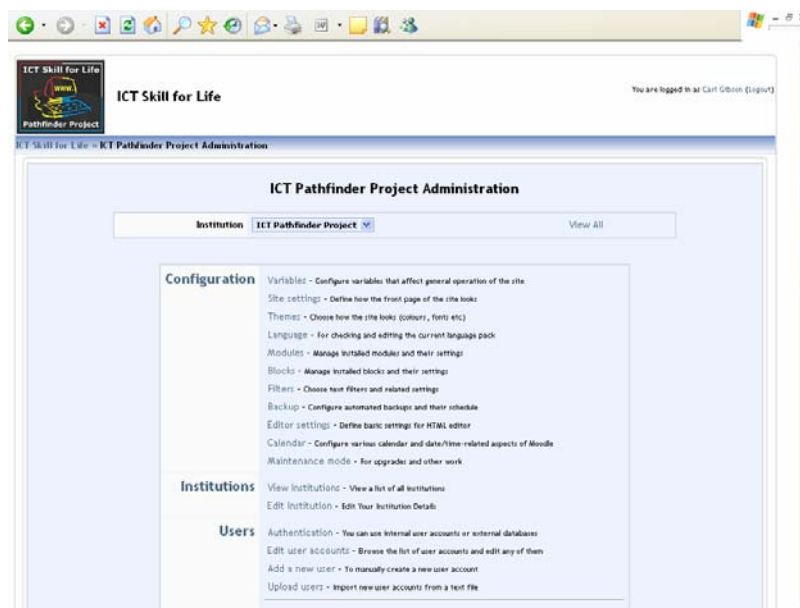
- add/edit additional users,
- create groups and
- set up group leaders (tutors).

In addition, you may also assign users to courseware or resources and review general site activity.



The most frequently used Admin functions are directly accessible from the home page by clicking the links in the block on the left hand side of the screen, entitled **Administration**.

To access all of the administration functions, just click the **admin** link at the foot of this block. A similar screen to the one shown below will then appear;



Users

To add a new user:

- click on the **Users** link on the Admin page (scrolling down the page if necessary),
- select the **Add a new user** link,
- fill in the form that then appears and
- click **Update profile** to add the new user once you have finished.

Administration - You can use internal user accounts or external accounts	
Edit user accounts	Browse the list of user accounts and edit any of them
Add a new user	To manually create a new user account
Upload users	Import new user accounts from a text file

Note: If you believe that a user's profile already exists elsewhere on the ForSkills system, then you may use the 'Find User' facility by clicking the link on the right hand side of the 'username' text box. To use this facility, you will need to know the user's surname as well as their registered email address and/or postcode.

If matching data is entered, then the user's details will appear on screen. Click the user's name and then select update profile. The user will then be added to your institution.

To edit a user's details:


- click on the **Users** link on the Admin page (scrolling down the page if necessary),
- select the **Edit user accounts** link (the link above **Add a new user**),
- search for the user you wish to edit,
- click the **edit** or **delete** link as appropriate,
- once you've completed editing, click **Update profile** to save your changes.

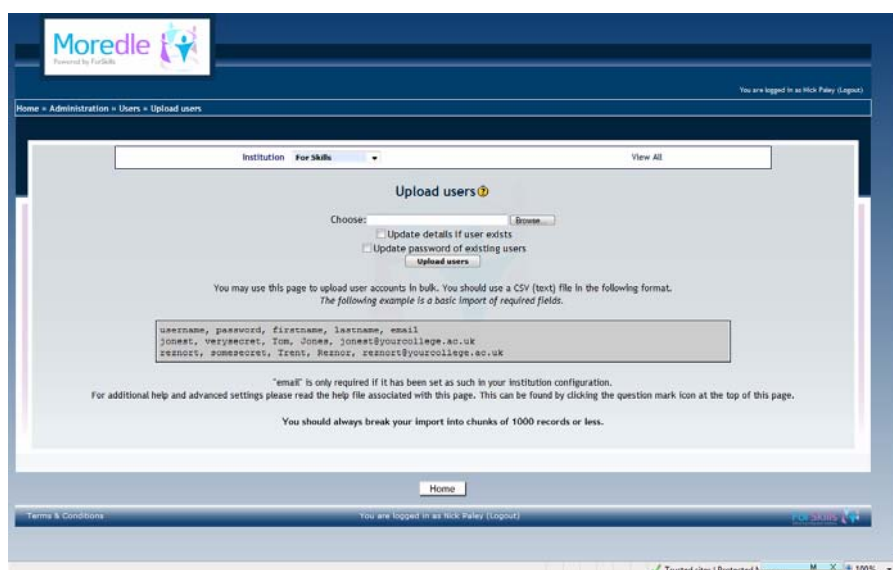
Administration - You can use internal user accounts or external accounts	
Edit user accounts	Browse the list of user accounts and edit any of them
Add a new user	To manually create a new user account
Upload users	Import new user accounts from a text file

Note: Once you have set a password, you will be unable to review what it was. Should a user forget their password then you must use the '**Edit user accounts**' function to reset a new password.

Tip: Entering **changeme** as a user's password will force them to change their password when they first login.

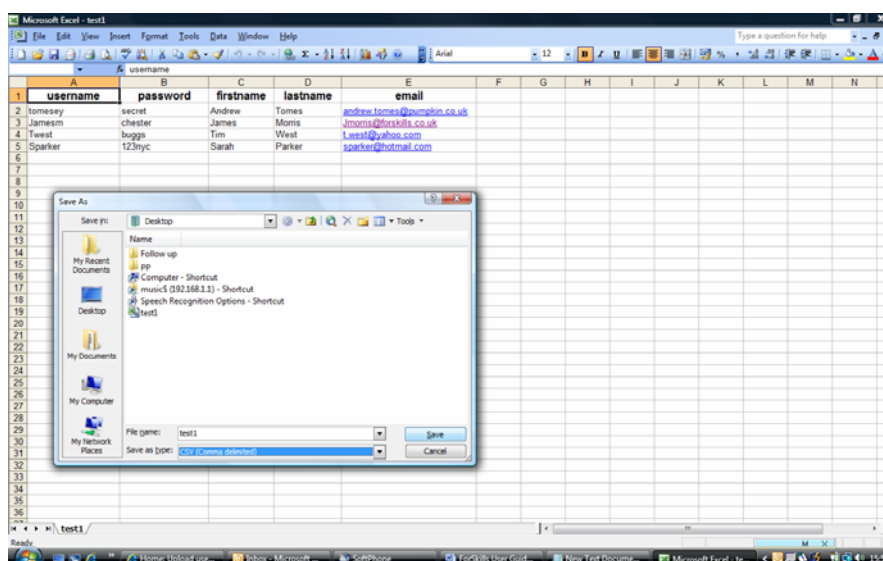
Bulk upload users

- Click on the **upload users** link on the Admin page
- Files to be uploaded must be in C.S.V. (Comma Separated Value) format
- For more detailed information on required and optional fields please click the  symbol on the upload users screen
- Browse your computer/network for the file you want to upload by clicking the **browse** button
- If you are updating or adding to records tick the box labelled **update details if user exists**
- If you are amending or updating users passwords click the box labelled **update password of existing users**
- Once the file has been chosen, click on the **upload users** button.



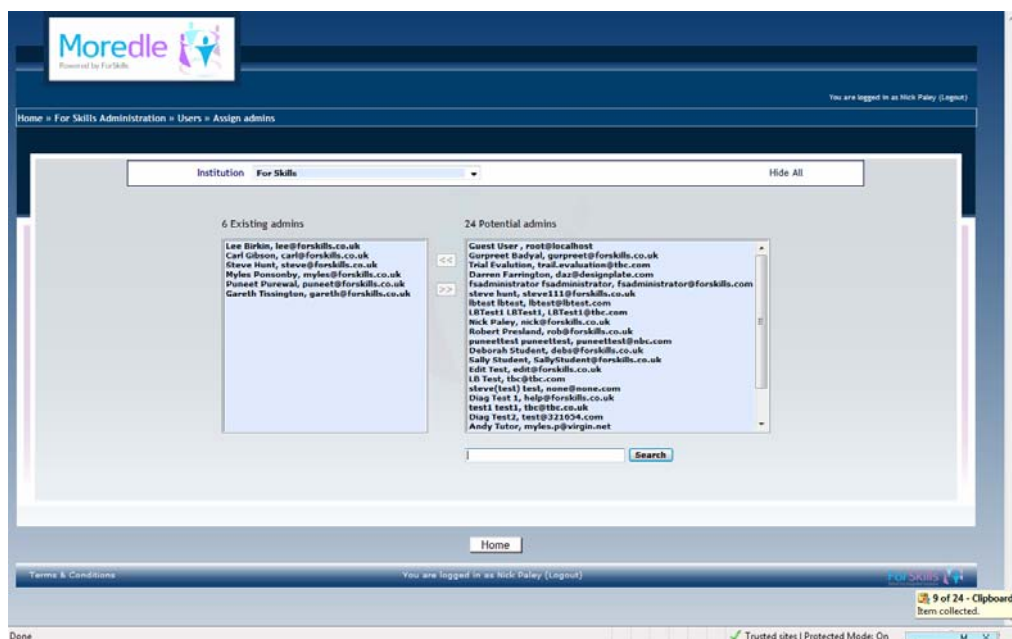
NOTE: Fields must be ordered as specified in the examples on the upload users page!

NOTE: To quickly create a CSV file put the data required into an excel spread sheet as shown below. Once completed '**save as**' '**csv comma delimited**'



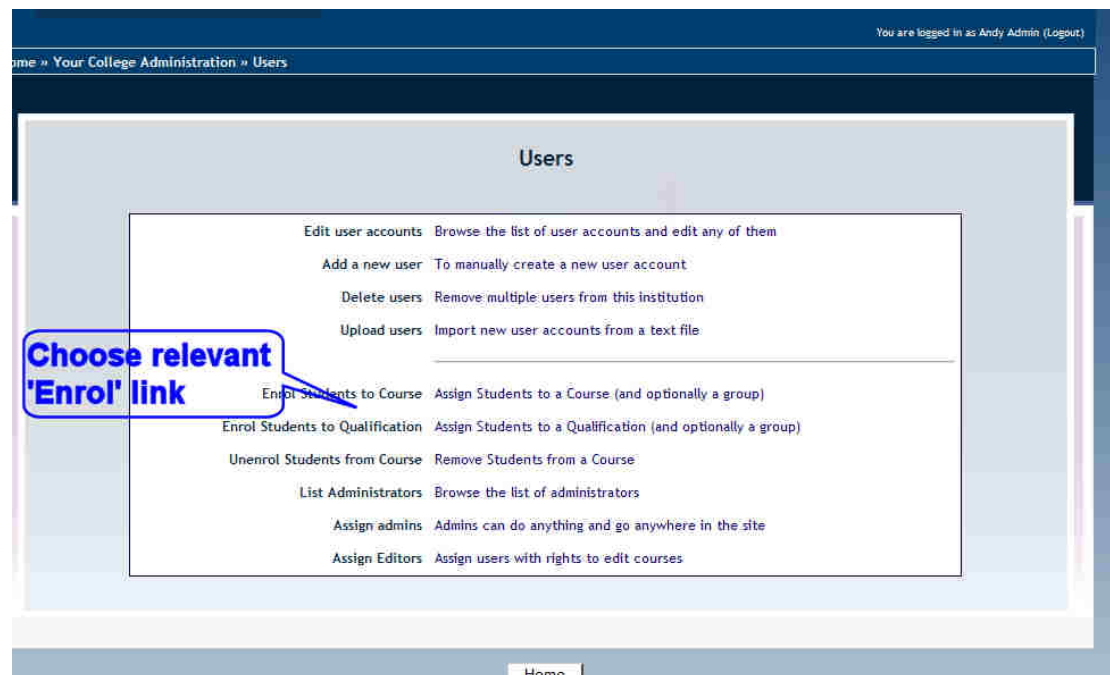
Assigning administrator level access

- Click on the 'assign admins' link from the administration page.
- Select the user from the box on the right of the screen.
- Move the user from the box on the right, to the box on the left, using the central chevron.



Assigning Courses

To assign users to a set of resources, first select the **Users** link on the Admin page then click the **Enrol students to course** link.



1. Select the resource from the drop down box

2. Select the role of the user(s) you are assigning. Leave as **learner** for a learner.

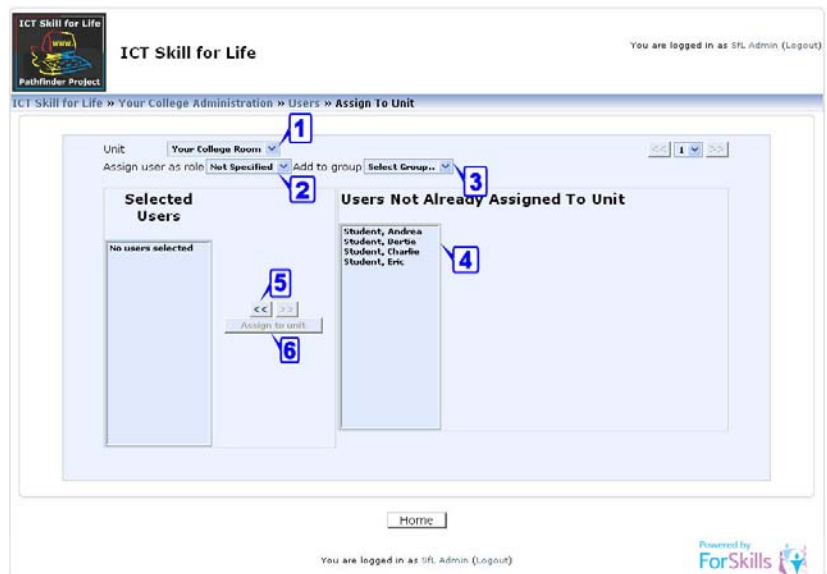
Note: selecting a tutor role for a user at this point will give that particular user tutor rights for that resource across the whole site and its users.

3. Select a **group** if applicable

4. Select the users (holding down the control or shift key to select multiple users) from the list that appears in the right hand box

5. Use the chevrons to transfer the selected users to the **Selected Users** box

6. Complete the process by clicking the **Assign to unit** button.



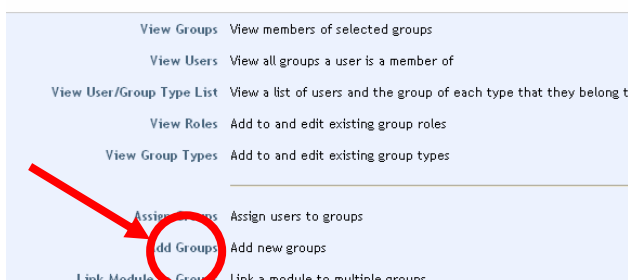
NOTE If a resource is linked to a diagnostic assessment then an 'Assign to Level' option will be given adjacent to the **unit** or **module** drop down box. This 'Assign to Level' choice is '**Set by ILP**' by default but may be changed to any level available if required. Leaving the 'Set by ILP' default as your choice will assign the learner to the resources identified, initially by the diagnostic, as being required, as well as any of those subsequently assigned through their Individual Learning Plan.

Groups


In order to effectively review and control users within the learning environment, it is important to place them within groups. The reports generated by the system may then be 'filtered' by group which makes your administration much easier.

To create a group:

- click on the 'Groups' link on the Admin page (scrolling down the page if necessary)
- select the **Add Groups** link.
- enter the required group name (title)
- select a parent group and group type if applicable
- save the group by clicking the 'Create Group' button.

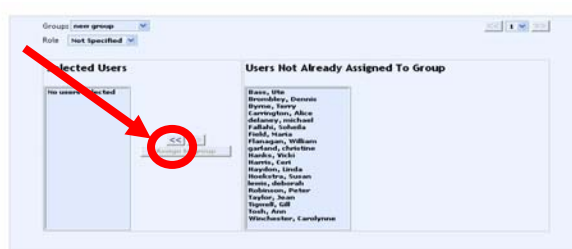


Use the '**View Groups**' link to review groups that have already been created. From here you may link a resource to a group – doing so will assist with filtering resource-related reports.

NOTE: If a  symbol appears next to the group name, it indicates that this is a parent group and as such there are sub groups attached to this group. Clicking this symbol will then show the sub groups.

Once a group has been created, users may be assigned to it:

- click on the **Assign Groups** link
- choose a group from the drop down box to assign new users
- select the users (holding down the control or shift key to select multiple users) from the list that appears in the right hand box
- transfer them by using the chevrons shown above. The selected users will then transfer to the left hand side box and
- confirm by clicking the 'Assign to group' button below the chevrons - before clicking the 'Assign to group' button, you may choose which role a group member has at this stage by selecting from the 'Role' drop down box,.



NB: Selecting a tutor role for a user at this point will give that particular user tutor rights over that group only.



Task

Add yourself to your group, as a tutor.

Editing Institution Details

Several global parameters may be configured from an '**Edit Institution**' link. For this reason, the link is only present on the administration screen of your site's '**Super Administrator**'. Complete or amend the information in the relevant fields and click on **Save changes** at the foot of the page to confirm the information.

Institution name - If you need to change your institutions name, enter the new name in this field.

Passkey – This field only performs a function if a self registration feature has been provided. Using a suitable passkey should prevent unauthorised registrations on to your site and resources. The key can be alphanumeric.

Require Email address - When adding a user to the system you can set whether an email address is a mandatory

requirement. If the selection box is checked (which it is by default) then the email address field on a user's edit profile or self registration page will have to be completed.

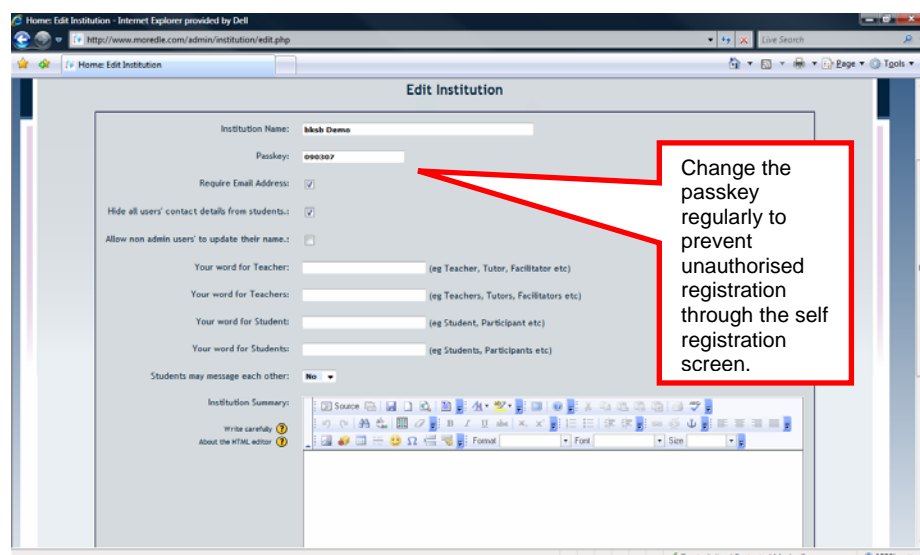
Hide all users' contact details from students - This selection box is checked by default. If checked it will not permit users with student accounts to view the contact details of other students. Un-checking this box will allow all users of the site to access each others contact details

Your name for - The text entered in these fields will be that used to refer to a user with that type of account.

Allow non admin users' to update their name – Unchecked by default. Check the box to **allow** a user to edit their name.

Students may message each other - By default this is set to **No**, therefore **not** letting students message each other. Under these settings students and tutors can still correspond. If set to **Yes**, all users can then correspond using the site's messenger system.

Institution summary – You may replace the default welcome message which appears on every user's homepage by entering text in this pane. The HTML (hypertext mark-up language) editor allows you to enter text, images and links in a '*what you see is what you get*' format. Removing all of the content from the editor will cause the message to revert back to standard.

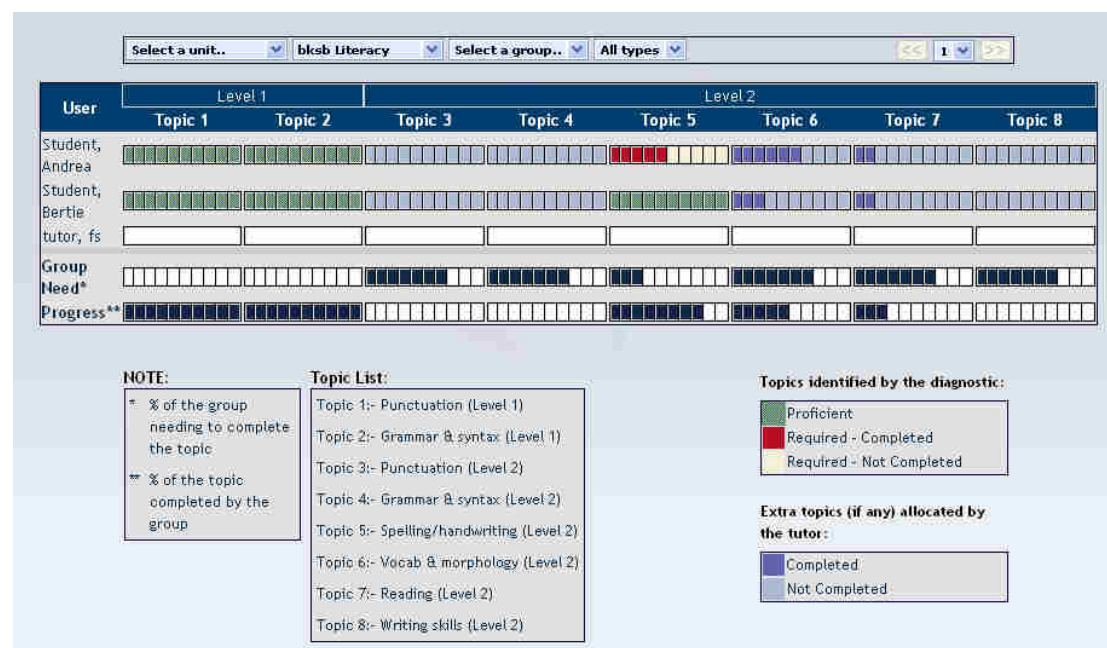


Tracking Progress & Achievement

Progress and feedback may be reviewed in several ways. A selection of reports are available from the **Reports** option on the Admin menu, including a Progress Overview.

Progress Overview

Should a course be linked to specific assessment criteria, then a Progress Overview report will provide an indication of each learner's achievement in relation to those criteria.



The Progress Overview report gives access to each learner's Individual Learning Plan (ILP), an example of which is illustrated below. To view the plan for a learner, just click on their name on the Progress Overview.

The Individual Learning Plan

The ILP should be used to update the progress of the learner and, once saved, the changes will be reflected on the Progress Overview report. Should it be felt necessary to make additional resources available to the learner, other than those that a diagnostic has identified, then there is a link at the foot of the ILP; '**Assign additional criteria**'. Clicking on this link will provide an administrator or tutor with the facility to select any additional criteria associated with the resource.

bksb Numeracy Individual Learning Plan
Bart Student

Topic	Diagnostic Indicator	Criteria	Evidence	Criteria Status	Update Overall Status	Overall Status
Weight (Entry Level 3)		MSS1/E3.6	-	Completed	Completed	
Capacity (Entry Level 3)		MSS1/E3.7	-	Completed	Completed	
Scales/measuring (Entry Level 3)		MSS1/E3.8	-	Completed	Completed	
Understanding numbers (Level 1)		N1/L1.1	-	Completed	Completed	
		N1/L1.2	-	Completed	Completed	
		N1/L1.3	-	Completed	Completed	
Calculations (Level 1)		N1/L1.4	-	Completed	Completed	
		N1/L1.5	-	Completed	Completed	
		N1/L1.6	-	Completed	Completed	
Ratio (Level 1)		N1/L1.7	-	Completed	Completed	
Rounding/estimation (Level 1)		N1/L1.8	-	Completed	Completed	
		N1/L1.9	-	Completed	Completed	
Fractions (Level 1)		N2/L1.1	-	Agreed	Agreed	
		N2/L1.2	-	Agreed	Agreed	
		MSS1/L1.4C	-	Assigned	Assigned	
		MSS1/L1.5	-	Completed	Completed	
		MSS1/L1.4	-	Completed	Completed	
		MSS1/L1.4a	-	Assigned	Assigned	
Units of measure (Level 1)		MSS1/L1.4b	-	Assigned	Assigned	
		MSS1/L1.4c	-	Assigned	Assigned	
		MSS1/L1.6	-	Completed	Completed	
		MSS1/L1.7	-	Completed	Completed	
Perimeter & area (Level 1)		MSS1/L1.8	-	Assigned	Assigned	
		MSS1/L1.9	-	Assigned	Assigned	
Volume (Level 1)		MSS1/L1.10	-	Assigned	Assigned	
2D / 3D & scale (Level 1)		MSS2/L1.1	-	Assigned	Assigned	
		MSS2/L1.2	-	Assigned	Assigned	
Statistics (Level 1)		HD1/L1.1	-	Assigned	Assigned	
		HD1/L1.2	-	Assigned	Assigned	
		HD1/L1.3	-	Assigned	Assigned	
		HD1/L1.4	-	Assigned	Assigned	
Probability (Level 1)		HD2/L1.1	-	Assigned	Assigned	
		HD2/L1.2	-	Assigned	Assigned	

Change overall status from Assigned To Select to Change

[Assign additional criteria](#)

Save Changes to Status

View Key Skill about Progress

bksb Numeracy

Terms & Conditions You are logged in as Nick Paley (Logout) For Skills Delivering Integrated Solutions

Trusted sites | Protected Mode: On 100%

To assign additional criteria click this link

Remember after updating criteria to click save changes to status.

The screenshot shows the 'Assign Criteria' page in the Moredle system. At the top, the Moredle logo is visible. The breadcrumb trail reads: Home > bksb Demo Administration > Criteria > Assign Criteria. Below this, there are filters for Institution (bksb Demo), Course (bksb Numeracy), Subject (Numeracy), and Level (Select a level). A 'View All' link is also present. The main area displays a list of criteria for 'Student, Bart'. The criteria are organized into columns with checkboxes for selection. At the bottom, there are 'Assign' and 'Assign and Return' buttons. A 'Terms & Conditions' link is located at the bottom left.

Criteria may be listed over several pages.

Tick the boxes of the additional criteria that you want to assign.

Hover the pointer over the codes to see a description of the criteria.

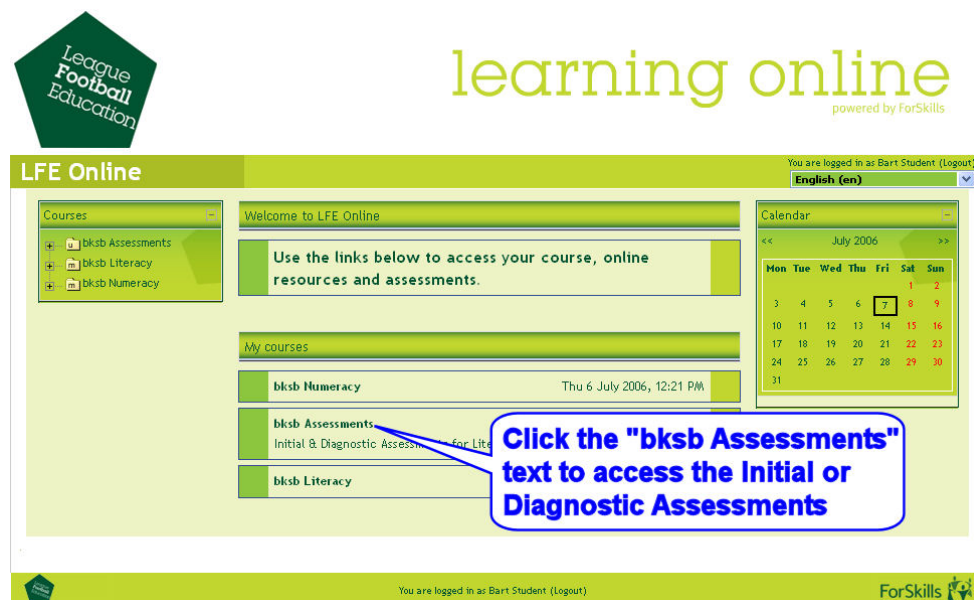
Once you have chosen the criteria to assign click on the '**assign**' button. If you want to return to the ILP click on the '**assign and return**' button


Area	Code	Code	Code
<input type="checkbox"/> Area	<input type="checkbox"/> HD1/E2.3	<input checked="" type="checkbox"/> HD1/L1.3	
<input type="checkbox"/> Equivalences	<input type="checkbox"/> HD1/E2.4	<input checked="" type="checkbox"/> HD1/L1.4	
<input type="checkbox"/> Estimation	<input type="checkbox"/> HD1/E2.5	<input type="checkbox"/> HD1/L2.1	
<input type="checkbox"/> Fractions	<input type="checkbox"/> HD1/E3.1	<input type="checkbox"/> HD1/L2.2	
<input type="checkbox"/> HD1/E1.1	<input type="checkbox"/> HD1/E3.2	<input type="checkbox"/> HD1/L2.3	
<input type="checkbox"/> HD1/E1.2	<input type="checkbox"/> HD1/E3.3	<input type="checkbox"/> HD1/L2.4	
<input type="checkbox"/> HD1/E1.3	<input type="checkbox"/> HD1/E3.4	<input checked="" type="checkbox"/> HD2/L1.1	
<input type="checkbox"/> HD1/E2.1	<input checked="" type="checkbox"/> HD1/L1.1	<input checked="" type="checkbox"/> HD2/L1.2	
<input type="checkbox"/> HD1/E2.2	<input checked="" type="checkbox"/> HD1/L1.2	<input type="checkbox"/> HD2/L2.1	

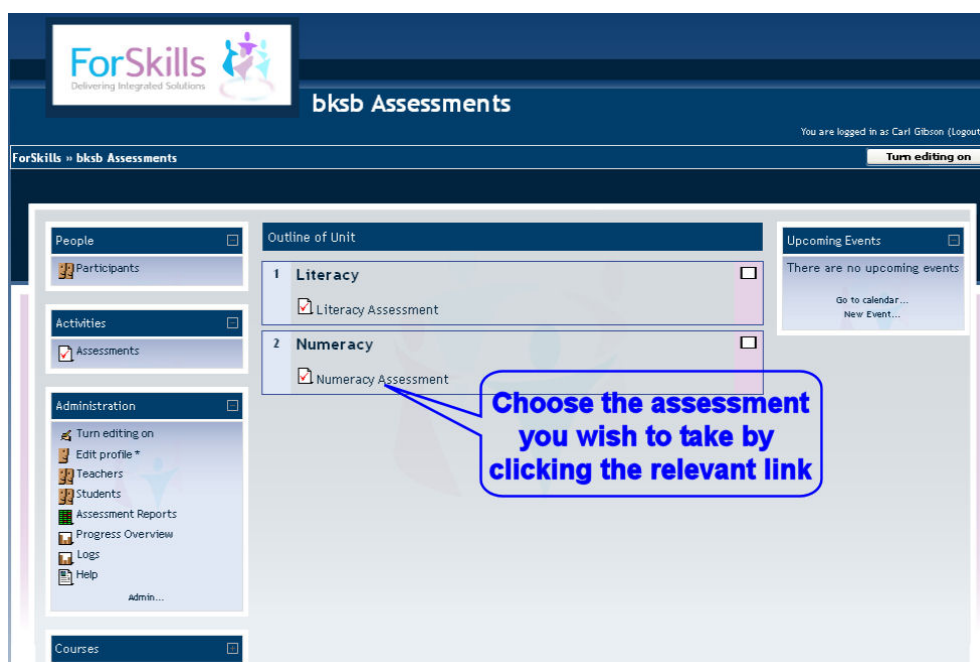
Undertaking the bksb Initial and Diagnostic Assessments

A user must first be enrolled to the bksb Assessments **unit**. Once they have logged on, the assessment will appear in the **My courses** block on their home page.

To take an Assessment, they must open the bksb Assessments 'course' by clicking on the relevant course link;

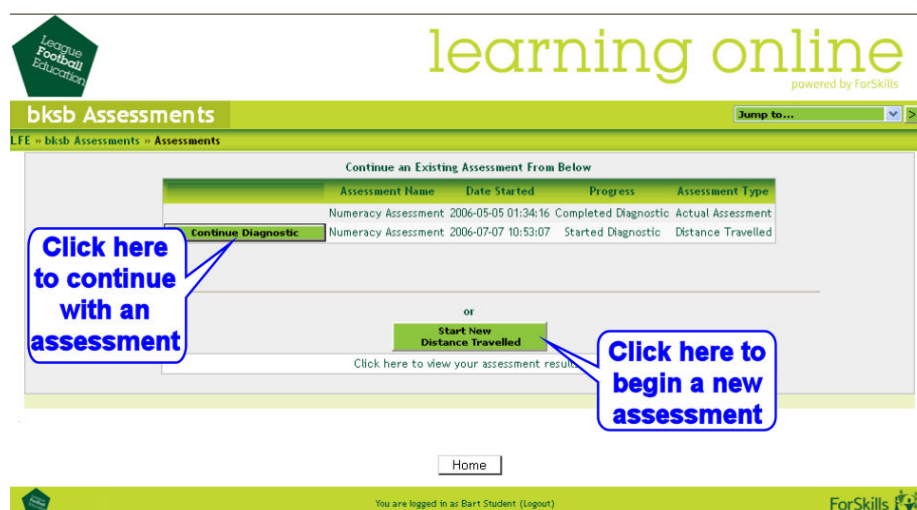


After opening the 'Assessments' course, they need to choose which assessment they would like to take. Once chosen click on the text adjacent to the  icon.



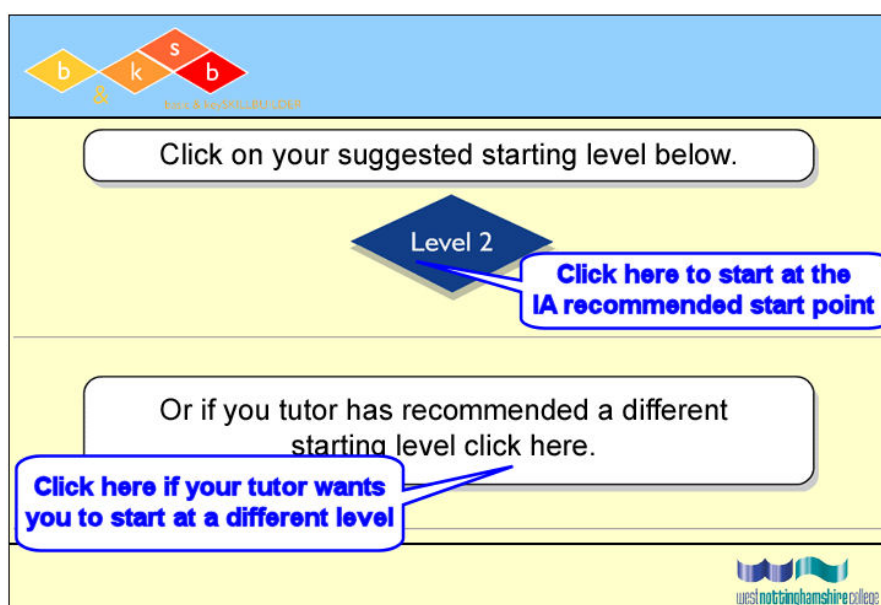
Depending on their progress, the assessments home page may present several options. From this page they may start a **new** assessment or continue with one that has **already** been started. The latter will apply in the case where they have finished an Initial Assessment or have skipped this stage and then need to undertake a Diagnostic Assessment.

The status of any started assessment will be displayed under the **Progress** heading. In the screen shot shown below, the progress indicates that one diagnostic has been completed and another started. The learner may go on to complete the second diagnostic by clicking the **Continue Diagnostic** button.

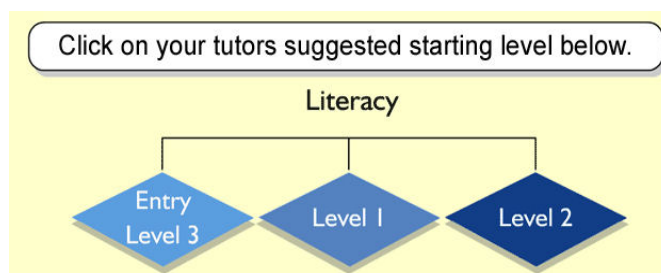


Choosing either to start or to continue an assessment will launch a 'pop-up' window (remember to disable any 'pop-up blocker' that may have been installed – or change the settings to allow pop-ups from this site). Proceed with the assessment by following the instructions on the screen.

When they start a Diagnostic Assessment, they will first be asked to choose the level of test they wish to undertake. The program will suggest that they start at the level determined by their Initial Assessment. They may override this recommendation by clicking on the text below the diamond.



Should they choose to start at a tutor specified level, then they should click on the appropriate area of the screen and further options will be presented. The level of test they have been requested to take should be selected.



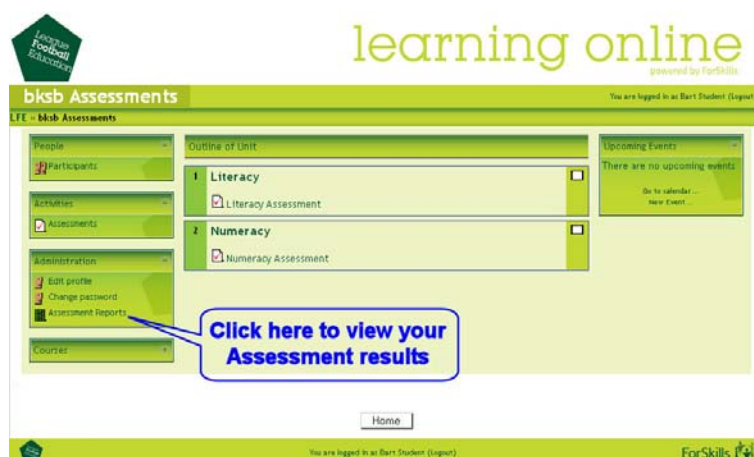
Proceed through the Diagnostic Assessment, following the instructions on the screen.

At the end of an Assessment, their results will be displayed for them to review in a new 'pop-up' window. After closing this pop-up window, they may review the results at any time, along with any previous attempts, by going back to their home page and selecting the **bksb Assessments** course.

Click on the text in the left hand block which reads **Assessment Reports**.

A new page will open giving a summary of all attempts made and provide links from where you they review the associated reports.

If more than one Assessment has been completed and the results are at the **same** level, a comparison of two sets of results may be viewed. This is of particular relevance when generating 'distance travelled' reports.



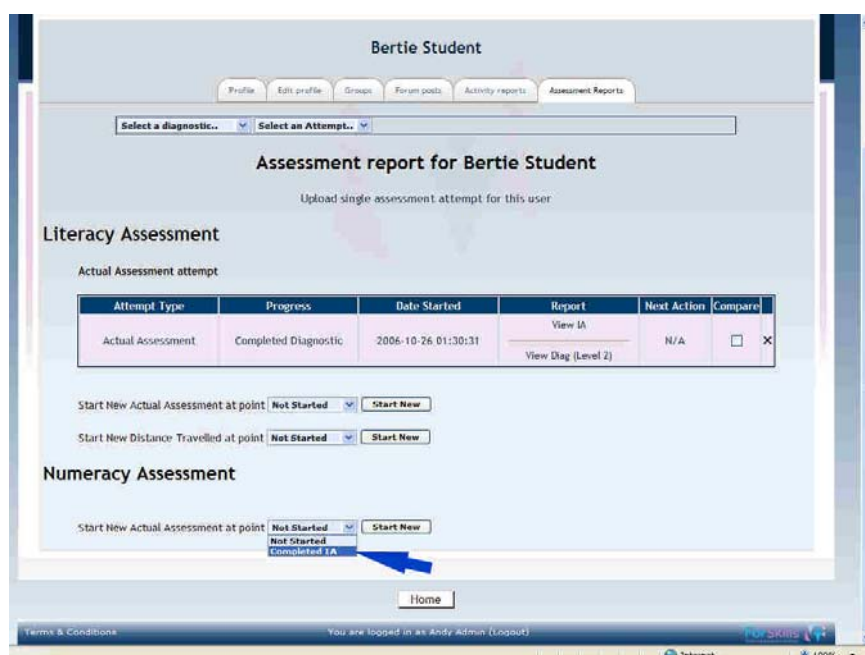
By-passing the Initial Assessment

In some circumstances it may be desirable to by-pass the Initial Assessment stage of the assessment process. This operation may be performed by either an administrator or a learner's tutor. To do so, first go to the learner's profile page from the **admin** menu or **learners** link in the admin block which is displayed when in the 'bksb Assessments' course. Click the learner's name and their profile will appear similar to that shown below;




Next click the 'Assessment Reports' tab denoted above by '1'. If this tab is not shown initially, then click on the 'bksb Assessments' link denoted by '2' above which will make it appear.

The 'Assessment Reports' screen will appear giving a summary of the assessments taken to date by the learner. To manually start another assessment for the learner select the required stage from the drop down menu (arrowed) and then click the **Start New** button.



Advanced Functionality

Forums

The forum tool, depicted by the  icon, is an important tool and central to most courses. A forum is effectively a bulletin board or discussion group, allowing users to post messages and to respond to contributions by others.

Once within a course you will find any available forums in both the 'course' and 'activities' blocks.

Within the course block, select the particular forum you wish to view by clicking the text adjacent to the forum icon.

Alternatively, the forum title in the activities block is 'Forums', click this text to open a list of available forums within the course you are reviewing, again clicking on the title to open it.



The forum is displayed, showing a short description of the forum and a list of the discussions or 'threads' associated with it.



Task

Try adding a forum post for yourself;

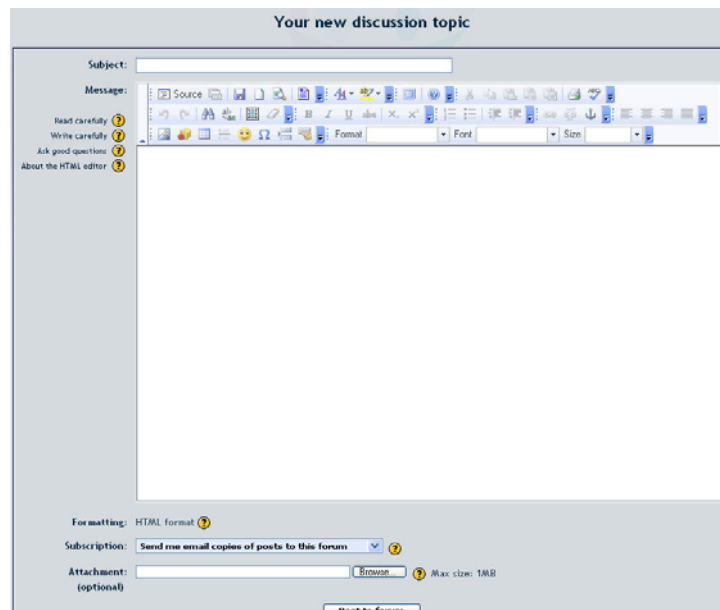
Go to any available forum and submit a post to introduce yourself to the rest of the group.

Read someone else's post and submit a reply to it.



Composing a response


Discussion messages are composed within the text editor. This resembles a word processor and is used throughout the site.




Posting a resource

This editor enables you to upload resources, such as word documents and images, to the discussion thread. This is achieved by using the **Attachment** option. You may also create links to other websites.


Creating links

Entering a full website address within the text editor will automatically create a link to that address within the resource. To prevent this from happening, you must highlight the address text and then click the  icon in the menu bar.

To embed a link within the text:

- enter a link title in your message, i.e. *homepage for the BBC*
- highlight this text
- click the  icon and follow the instructions in the pop-up box that appears to enter the full URL of the website page which you want to link to.

You will have the option to open your link in a new window and, in doing so, will reduce the likelihood of users navigating away from the site.

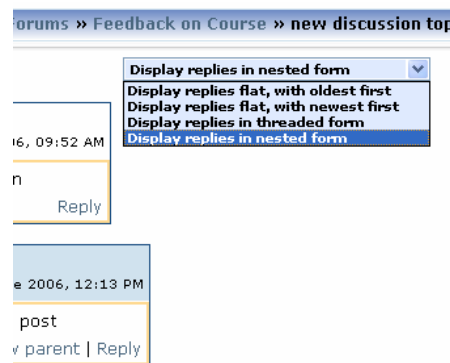
Once made, a link to an external resource may be broken by highlighting the linked text and then clicking the  icon.

It's not just external resources that can be linked to. You can also input links to pages within the site such as cross referencing from one discussion thread to another.

Viewing discussions

When a discussion title is selected, the thread will open. The standard form of display is 'nested', i.e. shown in threaded form (each message indented and underneath their parent messages) with full text replies shown.

You may choose to change the way in which threads are displayed by selecting from the options in the drop down box on this page. **Threaded form** is similar to nested, but without full text responses.



Navigating discussions


There are several options available on a message within a thread. These include:

- **Show parent** (if applicable) which will move you to the message in the thread that is the first to which replies were made.
- The **Edit** link is available for 30 minutes after posting a message, giving time for the user to review their response and change/correct it if required.
- The **Delete** link is available for all users in relation to their own posts, as long as there have been no replies to the post.

Tutors and Administrators have the option to delete posts and their replies.

There is a search function - **search forums** - to help locate specific forum messages. If this is used, then the **See this post in context** link becomes available, allowing you to jump from the search results directly to the discussion thread where that message was posted.

Participants

Within the **People** block you will see a participant's link with the associated  icon. Click on the link to view contact and site activity details all of the other participants on the course.



Task

There are different ways of finding information that has been posted in the forums.

Try using the search facility and entering a key word which is relevant to your enquiry.

Have a look at the advanced search facilities.

If you know the name of the person who has made a posting, the other way of finding is by looking up the participant's name and looking at the postings they have made.

Forum Options

Several options are available to control the way in which the forums are displayed and notifications given. Access to these settings is gained by clicking the **Update this Forum** button.

ICT Skill for Life
Pathfinder Project

Your College Room

Feedback on Course

Update this Forum

Everyone can choose to be subscribed
Show/edit current subscribers
Subscribe to this forum
View All

Feedback

Please give feedback on this course either by using the feedback forum. Either add to one of the existing discussion themes (threads) or by starting up a new topic.

last updated 5 January 2006

Add a new discussion topic

Discussion	Started by	Replies	Unread ✓	Last post
new discussion topic	Andy Admin	1	<input checked="" type="checkbox"/>	SfL Learner Tue, 20 Jun 2006, 12:13 PM
A new feedback thread from a learner	SfL Learner	0	<input checked="" type="checkbox"/>	SfL Learner Tue, 20 Jun 2006, 12:08 PM

Your College Room

You are logged in as SfL Admin (Logout)

Powered by ForSkills

The update page allows for controlling:

- who posts in a forum,
- automatic subscription to forums,
- read tracking,
- thread rating and
- the ability to restrict the size of uploaded documents.

Can a student post to this forum?: **Discussions and replies are allowed** ?

Force everyone to be subscribed?: **No** ?

Read tracking for this forum?: **On** ?

Maximum attachment size: **500KB** ?

Allow posts to be rated?: ☒ Use ratings:

Users: **Only can rate posts**

View: **can only see their own ratings**

Grade: **Scale: Normal 5** ?

☐ Restrict ratings to posts with dates in this range:

From: 21 June 2006 11:38 To: 21 June 2006 11:38

Save changes **Cancel**

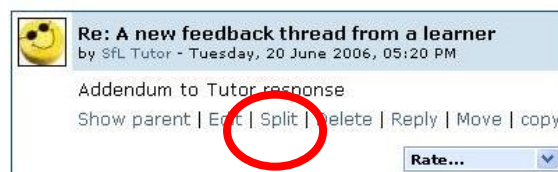
Your College Room

You are logged in as SFL Admin (Logout)

Powered by **ForSkills**

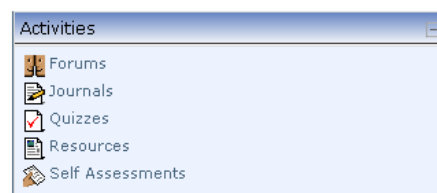
Splitting Discussions

Well contributed discussions are likely to introduce new topics which would be best continued within their own discussion. An Administrator has the option to **Split** a message so that any thread may be moved over, from the split point, to create a new discussion thread.



Group Reporting

When reviewing a course, the **Activities** block becomes available. Within this block there may be links to **Journals**, **Resources**, **Quizzes** and **Self Assessments**.



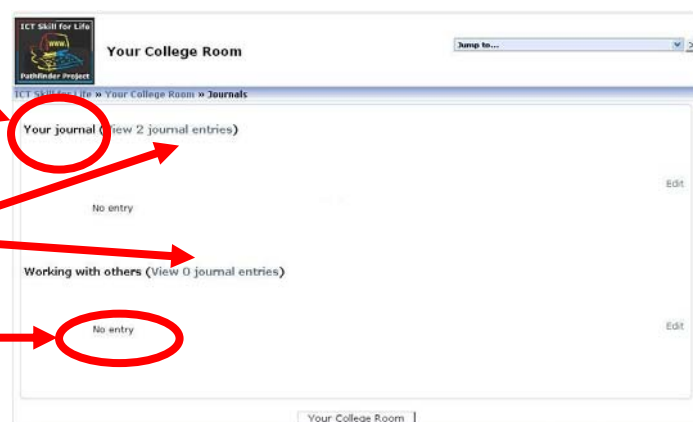
Journals

The journal provides a basic facility to record information regarding a course or specific course topic. The information submitted within the journal can be reviewed and fed back on by the course tutor. You can access a summary of all journal entries by clicking the **Journals** text adjacent the icon;


Name of Journal

Link to view journal entries

Your own entries appear here



Self Assessments (if applicable)

 Self Assessments can be used throughout a course to help the user record their progress against specific criteria. The submitted data may be reviewed and feedback given.

You can access a summary of all self-assessment entries by clicking the **Self Assessments** text adjacent the icon.

Choose an assessment to view by clicking on its name in the summary list.

Topic	Name
Induction	Your TODO Check list
Review, CPD and completion	Learning Outcomes Progress

On the next page to open, you will be presented with further options. Clicking on the **Reports** tab will display a list of users that are assigned to that particular self-assessment. Their individual assessment reports may be viewed by clicking on their name.

Your TODO Check list



The **Preview** tab links to your own assessment report.

Composing Course Content







Amending an existing course

To amend an existing course, first select this course from the course block. In the top right hand corner of the screen you will see a link to **turn editing on**.

You are logged in as SFL Admin (Logout)

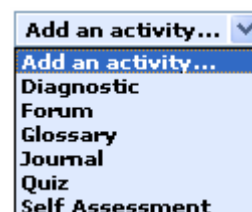
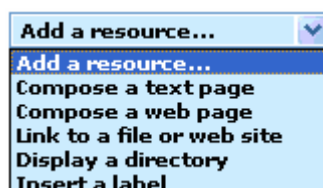
Turn editing on

Once editing has been turned on, a number of icons will appear to the right of each resource or activity within a course topic. These icons and their function are detailed below:

-  Move the item up within the course topic
-  Move the item down within the course topic
-  Update the item
-  Delete the item
-  Hide the item from the learners
-  Show the item to the learners

Adding course items



With editing turned on, you have the option to add either a topic resource or activity to a course by selecting from the appropriate drop down box at the foot of each course topic block:



Editing topic blocks

Remaining in the edit mode, on the right hand side of each topic block, you will note a further selection of icons. For those that have been previously detailed, their function is the same except that the operation is performed on the **whole** topic rather than the item within the topic.



In addition:


- ☐ Show only this topic
-  Highlight this topic as the current topic
-  Link criteria to this topic



Adding a Topic

In addition to editing existing topics, you may also add new topics to a course. The link to do this can be found under the last existing topic block.

Remember, you can move topics up and down within a course by clicking the  and  icons.

 **Task**

Try adding a new topic to a course, using your name as the title.

Create both a **forum** activity within this new topic and **add a resource**.

Remember to delete your new topic, once you have mastered the procedure.

Once you have completing editing the course, you may revert to the normal course view by clicking on the **Turn editing off** button.